



Making Nashville a more livable community

Now Hiring Program Director for Walk/Bike Nashville

Please pass this along to anyone you know who may be passionate about walking and biking in the Greater Nashville Area:

Job Title: Program Director

Company/Organization: Walk Bike Nashville (walkbikenashville.org)

Job Description

Walk/Bike Nashville (WBN) desires to contract a skilled professional to direct its education programs and perform additional duties related to its mission. The Train the Trainers Workshop trains ~40 Metro Nashville P.E. teachers to teach our Music City Moves! Kids curriculum in their own classrooms. The director will develop curriculum and instructional material for the workshop in coordination with the League of American Bicyclists, make all physical arrangements, recruit instructors, ensure participation by Metro teachers, evaluate program, and provide follow-up. Additional director duties include grant writing, development of institutional sponsors, expansion of WBN membership, and organizing additional fee-based workshops including WBN's Bike Street Smart and LAB Road I classes. Successful fund raising will allow extension of director contract to carry out advocacy and program initiatives. The program director reports to WBN's president and board of directors.

Responsibilities:

- Ensure successful completion of Train the Trainer program and all other obligations of RWJF grant.
- Ensure WBN meets contract obligations for MCM! Kids programs funded by TDOT Safe Route to School grants.
- Raise funds to carry out additional WBN programs and initiatives.
- Manage organizational needs including program registration, internal communications, supply ordering, accounting and budget management, inventory tracking, membership registration and development.
- Develop and maintain strategic partnerships to expand WBN programs.

Qualifications:

- Teaching experience in collaborative learning environment.
- Knowledge of program content including, but not limited to; basic bicycle maintenance, safe riding skills, rules of the road, bicycle resources and local, regional, and national bicycle programs and policies.
- Experience developing effective proposals for federal, state, or private funding.
- Demonstrated experience in team leadership.
- Ability to communicate effectively including proficient writing, editing, and proofreading skills.
- Ability to work with and interact positively with staff, board, advisors, donors, and volunteers.

Pay Rate and Benefits:

- Status: part-time contractor
- Compensation: \$15+ per hour depending on experience
- Walk Bike Nashville is an equal opportunity employer. Women and people of color are encouraged to apply.

Submit resume and cover letter by January 31st, 2009 to:

Freddie O'Connell

President, Walk/Bike Nashville

info@walkbikenashville.org